

Creating Case Correction Notes

1. Once a case note has been finalized, the only way to update information is by adding a correction note. Correction Notes can only be entered on cases where you are listed as the Worker Creating Note or Worker Making Contact. To create the correction note, select the case note that needs a correction from your desktop or via Search by expanding the case, expand the Narrative icon, and click the hyperlink to open the note.

Burns, Frank (70000026) Restricted Case

Case details:
CPS Family - Ongoing
Green - Monroe

Case address:
125 S Webster
Madison, WI 53703

Primary Worker:
Coke, Caitlin
(608)422-6658
ewuat_10209993_@wi.gov

Actions:
Please select an action ▼

View case information

Access Reports **Administration** **Assessment** **Assets and Income**

Assignment **Background Checks** **Child/Youth Image** **Education**

ICPC **ICWA** **Legal** **Medical/Mental Health**

Missing Child **Narrative** **Permanency Consultation** **Planning**

Related People **Safety** **Serious Incident Notification**

Narrative

Link	Date	Worker	Location	Type
Child Welfare (Details)	09/21/2017	Ajax, Stark; Burns, Frank; Smith, GeoCode M.	Face-to-Face	
Ongoing Services (Details)	09/20/2017	Ajax, Stark	Other	Adoption Funding
Access (Details)	09/20/2017	Ajax, Stark	Correspondence	Case Transfer Staffing
BMCW RN-Int'l Assmnt (Details)	09/19/2017	Ajax, Stark	Face-to-Face	
Adoption (Details)	09/18/2017		Correspondence	
Child Welfare (Details)	09/15/2017	Ajax, Stark; Smith, GeoCode M.	Other	

2. Click the 'Insert Correction Note' button and a new Correction narrative box will be editable in the Narrative group box. Enter text in the Correction narrative field and click Save.

Case Notes - Internet Explorer

Case: Burns, Frank (70000026) **Worker Creating Note:** Coke, Caitlin **Worker Making Contact:** Coke, Caitlin

Case Note ID: 70000173 **Date Entered:** 09/21/2017 08:17 AM ☒ **Note Finalized** ☐ **Contact By Designee**

Note Information

Date: 09/21/2017 [Details](#) **Category:** Child Welfare **Type:** Face-to-Face ☐ **View Inactive Participants**

Begin Time: 10:00 ☐ AM ☒ PM **Type Detail:** **Face-to-Face Location:** Home Visit **Face-to-Face Result:** Occurred

End Time: 00:00 ☐ AM ☐ PM **Duration:** 0000.0 ☐ **Billable**

Participants:
Ajax, Stark (Bio Child)
Burns, Frank (Reference Person)
Smith, GeoCode M. (Bio Child)

Narrative

Case Note 1/1 [Details](#) [View Structured Case Note](#)



Structured Note: text

Health Concerns:
Not addressed.

Correction
Correction Note here..

Options:

Case Notes - Internet Explorer

cWiSACWIS Print  Help 

Case: Burns, Frank (70000026) Worker Creating Note: Cake, Caitlin Worker Making Contact: Cake, Caitlin

Case Note ID: 70000173 Date Entered: 09/21/2017 08:17 AM ☒ Note Finalized ☐ Contact By Designee

Note Information

Date: 09/21/2017 [Details](#) Category: Child Welfare ☐ View Inactive Participants

Begin Time: 10:00 ☐ AM ☒ PM Type: Face-to-Face Participants:
 Ajax, Stark (Bio Child)
 Burns, Frank (Reference Person)
 Smith, GeoCode M. (Bio Child)

End Time: 00:00 ☐ AM ☐ PM Type Detail: ☐ Billable

Duration: 0000.0 Face-to-Face Location: Home Visit [Details](#) Face-to-Face Result: Occurred

Narrative

Case Note 1/2 [Details](#) [View Structured Case Note](#)

Structured Note: text

Health Concerns:
 Not addressed.

Case Note 2 /2 Correction

Correction Note here...

Options: [Go](#) [Insert Correction Note](#) [Clear Fields](#) [Create](#) [Save](#) [Close](#)

100%

Note: Correction Notes are not editable after save.